

**Follow these instructions to update MilPDS & vRED:**

- Log on to the AF Portal & access vMPF
- Select "Record Review/Update"
- Select "Individual"
- Double-click on the blue, underlined "Home Address" &/or "Mailing Address" application to update your current information
- After confirming the update, return to vMPF to update your vRED
- Click on "Record of Emergency Data" under "Most Popular Applications"

Please note that this will NOT change your address in DEERS/RAPIDS. In order for your dependents who reside with you to reflect "In Household," please go to <https://www.dmdc.osd.mil/appj/address/index.jsp> to change your address and your dependents' address in the DEERS/RAPIDS system.

**RIP LINE Contact Information**

DSN: 480-6559

COM: 06371476559

Visit Ramstein's Newcomers Info page at:

<http://www.ramstein.af.mil/newcomersinfo.asp>



**Ramstein  
In-Processing Line  
Schedule of Events**

## Day 1

Bring: ID card / PCS orders / completed USAFE 115 & AF 4394 (if you can) / All PCS receipts to include vehicle shipping form / Information Assurance (IA) certificate (if you can)

Circle your assigned group provided by initial briefer for tomorrow.  
If no split grouping you will assume the **A-Team\*** schedule

### A-Team      B-Team

The following are held in Bldg 2402/briefing room:

**0700    SIGN-IN**

**0730    Welcome Brief**

**0800    TRICARE Brief**

**0835    Fire Prevention**

**0850    Command Post**

**0900    Security Forces**

**0915    Finance Brief**

**0945    Vehicle Registration**

**1000    Military Personnel Section**

**1100    Lunch**

**1230    Post Office**

**1300    Driver's License Testing & Temporary License Issue.**  
A debit or credit card, stateside drivers license & APO box is required for your permanent license.

On-line Driver's License Study Materials:  
Gov: [https://app.usafe.af.mil/DLT\\_V3](https://app.usafe.af.mil/DLT_V3)

## Day 2

Bring: All PCS receipts to include vehicle shipping form

### The A-Team

**0800    Utility Tax Avoidance Program (UTAP) Brief** (Briefing room)

**0830    Housing Brief (On & Off Base)** (Briefing room)  
E3 & below housed in dorms DO NOT need to attend.  
HOWEVER, be in place for medical. If you have not done so see dorm reception for room assignment or lodging **will not be paid.**

**1030    Medical Briefing**

**1100    Lunch**

**1300    Ration Card Issue** (Computer LAB)

**1330    PCS In-Processing System (PIPS) Voucher** (Computer LAB)  
All travel receipts are required to be scanned.

### The B Team

**0730    Utility Tax Avoidance Program (UTAP) Brief** (Computer LAB)

**0745    PCS In-Processing System (PIPS) Voucher** (Computer LAB)  
All travel receipts are required to be scanned.

**1100    Lunch**

**1250    Ration Card Issue** (Briefing room)

**1300    Housing Brief (On & Off Base)** (Briefing room)  
E3 & below housed in dorms DO NOT need to attend.  
HOWEVER, be in place for medical. If you have not done so see dorm reception for room assignment or lodging **will not be paid.**

**1500    Medical Briefing**

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\* A MANDATORY Base INTRO brief is held every Wednesday from 0730-1245 at the Enlisted Club for the military member.

\* Spouses are HIGHLY encouraged to attend the Ramstein Spouses Orientation held every Monday from 0830-1400 at the Airmen & Family Readiness Center (includes medical enrollment & lunch).